



**U.S. Department of the Interior
Bureau of Land Management
Oregon/Washington
Salem District Office**

**Student Educational Employment Program
Student Temporary Employment Program
RECRUITMENT NOTICE**

SA-04-02STEP

Opens: May 14, 2004

Closes: June 30, 2004

Position Title (STEP): Recreation Aid/Technician GS-0025

Duty Station: Salem Field Office in Salem, Oregon. Position would be working on Mary ' s Peak out of Corvallis, Oregon on a Service First contract with the Siuslaw National Forest Service.

Duties of the Position: To assist in the operation and maintenance of a BLM-USFS administered recreation site.

Public Relations: The position requires that the individual provide high quality visitor assistance while presenting a favorable image of the BLM at all times. This involves working with a wide range of people including visitors, BLM staff, and volunteers. Public contact would include answering questions, informing visitors of park regulations, fee collection and the supervision of volunteer groups.

Site Maintenance: These duties include janitorial tasks such as cleaning restrooms, group facilities, campsites, and general litter patrols. Other tasks include grounds and facilities maintenance such as pruning, weeding, mowing and trail work. These tasks will require the use of a wide range of hand and power tools. The position also requires the safe operation of a variety of vehicles including four-wheel drives, on a variety of road conditions.

Administration: These duties would involve record keeping and inventory related to a variety of items including signs, supplies, equipment, vehicles, and safety programs.

Special Skills Needed:

This position will require the development of a variety of special skills including:

- The ability and desire to work with a wide range of people in developed sites and dispersed/remote areas.
- The ability and desire to perform a wide variety of physical tasks in a safe manner under variable conditions including adverse weather conditions.
- An interest in or knowledge of outdoor resources, recreation activities, visitor safety, and visitor services.

Student Pay Scale: This entry level position pays \$10.53 (GS-03) or \$11.83 (GS-04) per hour. Entry-level grade and pay will depend on the level of work required and the amount and type of education and experience of the student selected.

Probable Work Schedule: This position could start in May of 2004 and continue through September, depending on the student's college schedule. The work schedule is part time (24 hours per week) and will include working at least one weekend day, with days off during the week. Additional work may be necessary during holiday weekends. Work days will generally include 3 days on a maxiflex schedule.

Desired Educational/Experience Level: A student with a strong interest in pursuing a career in recreation management is desired.

Coursework Required for the Targeted Position: Related course work would be park and recreation management, outdoor recreation planning, natural resource management, natural sciences or social sciences.

General Employment Questions: Contact Phyllis Barney, Personnel Management Specialist, BLM, Salem District Office, Salem, Oregon, (503) 375-5666, OR Bo Rogers (503) 375-5661.

Specific Questions about this Position: Traci Meredith, Recreation Planner, Mary's Peak Resource Area, Salem District, (503) 315-5991.

Requirements for the Position:

- A valid state driver's license and willingness to drive 4x4 vehicles on a variety of road conditions.
- Must be at least 18 years of age, be enrolled or accepted for enrollment in school with at least a half-time course load.
- Direct deposit is required for all federal pay.
- Must wear a BLM uniform.

HOW TO APPLY: Send OF612, DI 1935 and college transcript to Bureau of Land Management, 1717 Fabry Road SE Salem, Oregon 97306 - Attention Phyllis Barney. Resumes will be accepted in lieu of the OF612 but must contain information contained in OF 510 - Applying for a Federal Job. OF 612, DI 1935 & OF 510 can be found at <http://www.or.blm.gov/or953/seep>. For more information about student employment programs go to <http://www.or.blm.gov/or953/SEEP/>

ABOUT THE RESOURCE AREA

The Marys Peak Resource Area is one of three resource areas on the district and encompasses 130,000 acres and covers a land base that includes three counties (Benton, Polk, and Lincoln). The boundaries of the resource area are Hwy. 22 and 18 on the north, Lane county on the south, the Willamette River on the east, and the Pacific Ocean on the west. There are 35 full-time permanent employees in the resource area and a seasonal support staff during the field season of another 10-20 employees. The staffing is made up of multi-disciplinary teams with the focus of the work being related to forestry, fisheries, wildlife and recreation. Also included within the Resource Area is one of the "Crown Jewels" of the recreation program in BLM which is the Yaquina Head Outstanding Natural Area that is located in Newport, Oregon, on the Oregon Coast.

ABOUT THE DISTRICT...

The Bureau of Land Management 's Salem District manages 400,000 acres scattered across 13 counties. Seventy-three percent of Oregon 's population lives within the boundaries of the Salem District. The District 's northern boundary is the Columbia River and its southern boundary lies halfway between Salem and Eugene. From east to west the District stretches from the crest of the Cascades to the Pacific Ocean. Salem BLM 's major focus is an ecosystem management approach involving many different disciplines. Salem employs approximately 200 permanent employees and a seasonal workforce working in specialties ranging from forestry, land surveying, wildlife biology, hydrology, fish biology, botany, outdoor recreation planning, civil engineering, computer automation, fire management to law enforcement.

Salem, Oregon, is in Northwest Oregon and is located approximately 60 miles from the Pacific Coast and 50 miles south of Portland, Oregon which is a major metropolitan area with a population of 500,000 plus. Salem is the State Capitol of Oregon and the Salem District Office complex is located within the city of Salem. This is a metropolitan area with a population of 128,000 and the surrounding area encompasses at least another 60,000. The Salem/Portland area has all the amenities of a large city including a major airport, colleges and universities, shopping malls, ski areas, the scenic Oregon Coast and even has a NBA basketball team, the Portland Trailblazers. For more information on the area you may contact the Salem Chamber of Commerce at 1-800-874-7012 or visit the Visitor Information Website at www.scva.org.